



TOWNSHIP OF NUTLEY ADDITION CHECKLIST



PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED,
NOT ACCORDING TO COMPLEXITY OF PROJECT!!

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- 1. Need a copy of contractor's current Home Improvement card. ****Applications will not be accepted without this information.****
 - 2. Need a **current sealed survey** plus two (2) copies of the survey with addition drawn to scale and setbacks to property lines shown. **Must be separate from plans.**
 - 3. Need three (3) sets of construction plans.
 - 4. Need to fill out applicable sub-code sections. Contractors must sign applications and Electric and Plumbing subcode sections must have contractor's raised seal.
 - 5. Need homeowner's plan certification section of application completed – unless plans are drawn by a New Jersey registered architect.
 - 6. Need (2) sealed copies of the Res-check from architect.
<http://www.energycodes.gov/rescheck/>
 - 7. Show wired smoke detector and carbon monoxide detector locations proposed on the floor plan.
 - 8. Need to contact Soil Conservation for an Application at 973-364-0786 for **all additions with soil disturbance over 3500 square feet.** Their e-mail is: information@hepscd.org.
 - 9. Square footage and cubic footage of existing home.
 - 10. Square footage and cubic footage of new addition.
 - 11. If addition and alteration, breakdown of estimate costs for addition and/or alterations
 - 12. Manufacturers specifications on new boilers, hot water heaters, fireplaces and HVAC. **Venting location must be clearly marked on the plans.**
 - 13. Chimney certification for installation of any fuel-fired appliance
 - 14. Passaic Valley Sewerage Connection Application and review. Fees must be paid to Passaic Valley Sewerage Commission prior to permit being issued. (if applicable)
 - 15. Council of Affordable Housing requirements are in effect for residential additions exceeding 50% of the existing footprint. If applicable, deposit must be paid prior to the permit being issued.

*****AS OF AUGUST 20, 2007 A LOW VOLTAGE ALARM SYSTEM
MAY NO LONGER BE THE SOLE ALARM SYSTEM IN A BUILDING*****

- If a low voltage system is existing and you want to build an addition, the low voltage system cannot be extended. You must install a complete 110V interconnected system in the new addition as per the requirements below.
- If the addition is at least 5% of the footprint of the house, all levels of the house must be hardwired. The new addition only has to be hardwired if there is a bedroom. If the new addition is not a bedroom, you are required to hardwire all levels of the existing house with a 100V interconnected system.
- If the addition is 25% of the footprint of the house, a complete 110V interconnected system in each new / existing bedroom plus all levels of the house must be installed.